



PUBLIC HEALTH EMERGENCY PLAN FOR OPERATION

The Neighborhood Preschool strives to operate in ways that maintain the health, safety, and wellbeing of all staff and students while fulfilling our mission and retaining the qualities that make TNP such a special place.

We will work together with staff, families, and leadership of Neighborhood Alliance Church to implement the following procedures, in accordance with guidance from our licensing agencies and local, state, and national authorities. While we realize that this unprecedented situation is ever changing, we also want you to know that this plan may be fluid and may change at any time. These procedures shall remain in place for the full school year or for the duration of the public health emergency and may be revised at any time due to changes in guidance or circumstances. All revisions will be communicated to staff and families via email as needed.

OPERATIONAL CHANGES

Access to Facility

When the state of Florida is operating under phase 1 or 2, only staff, enrolled children, licensing authorities, and members of the church staff will be allowed inside the facility. Some restrictions may be lifted when the state moves fully into phase 3.

You can expect:

- Signs to be posted at both the preschool entrance and main church entrance notifying visitors that they do not have access. They will be directed to call the school/church office at 407-869-6072
- The Preschool gate is a fire escape route and needs to remain closed, but unlocked, during the school day.
- Children will be dropped off in the mornings at the preschool entrance, while practicing social distancing. We are staggering our start/ending times for our classes. Our younger Little Learners classes & VPK Only classes will pick up in a carline system, under the church carport area, at 1:00 (younger classes) & 1:30 (VPK Only) dismissals. In accordance with state statutes, TNP personnel may not fasten children into car seats.

If your child is registered for Creative Learners, you will need to ring the bell at the preschool entrance each day upon arrival to pick up your child. Please continue to use proper social distancing while waiting for your child to be brought to you (this process may

take us a bit more time, so plan accordingly). Staff members will be available to sign children in/out and escort them to/from their classrooms.

- Families who arrive late or need to pick up their child early will need to call the school/church office or message us in the brightwheel app. A staff member will respond ASAP and direct you where to go.
- The TNP office will be accessible to parents by appointment or when they are picking up a child who is ill or injured. A staff member will be available during arrival and dismissal times.
- Tours for prospective families will be done individually, on an as needed basis. During phase 1 & 2 we may use platforms such as Zoom, TNP virtual tours on our website, and Facebook messenger app.
- In phase 3, we will schedule individual tours and conferences as needed.

Group Sizes and Containment

To best prevent the spread of COVID-19, TNP will maintain small class sizes.

- Mixed 2s & 3s – up to 8 children, 1 teacher & 1 asst. teacher when at capacity
- 3s – up to 9 children, 1 teacher and 1 asst. teacher when at capacity
- VPK – up to 18 children, 1 teacher & 1 assistant

If we return to phases 1 or 2, our classrooms will not mix. Classes will have separate playground & bathroom times.

Large group gatherings will not occur when Florida is not in Phase 3, and then they will be scheduled on a limited attendance basis (limited number people with appropriate social distancing) with Director/church approval.

For phases 2 & 3, classes may combine periodically with Director approval, as long as the combination remains consistent and meets staff/child ratios. All classes will have designated bathroom and playground times established, based on the number of students and staff enrolled.

Acknowledgment and Disclosure Forms: (see appendix)

- All TNP staff will need to read, initial, and sign *APPENDIX 2: Employee Special Work Condition Acknowledgment and Disclosure*
- All children enrolled must have *APPENDIX 3: Parental Acknowledgment and Disclosure* initialed and signed by a parent or guardian.

PHYSICAL ENVIRONMENT

Playground

- Equipment will be sanitized using an approved disinfectant between groups and at the end of the school day until guidance states this is no longer needed.
- Classes will have a designated playground time for their specific class during phase 1 and 2.

- Classes may be combined on the playground again when we enter phase 3 or during phase 2 by Director's approval, based on specific child/teacher ratios.
- Water table will not be used during phase 1, and if used during phase 2 it will be emptied, sanitized, and refilled between groups. The water table may be used in Phase 3 with alternating classes and sanitizing daily.
- Playground will remain closed outside of school hours.

Indoor Playground

On days with inclement weather, we will plan for our classes to alternate in our large fellowship hall area, during their designated time. During this time, children will engage in large motor development activities.

Specialty Days: Apple Room, Winter Room etc...

- Specialty Room items will be rotated weekly so that each class has their own designated time to use the special items. These items will be disinfected prior to use by another class.
- During Phase 3 we will re-evaluate each room individually and base our decision to open or adapt it, on an as needed basis.

Classrooms

- Items that cannot be easily disinfected will be provided in individual containers for each child or removed from the classroom (i.e. playdough, crayons, sensory play items).
- During Phase 1: All Dress Up items and soft items will be put away and not used in the classrooms.
- During Phase 2: Dress up items will be rotated out daily and washed at the end of each week. Staff members will share responsibility for laundering their dress up items. No soft items that go on or near a child's face will be used.
- During Phase 3 we will allow soft items to be used in the classrooms on a limited basis and will be laundered weekly, by the staff in each classroom.
- Each classroom will have a bin to store toys that have been mouthed or contaminated, until they can be properly disinfected.
- Toys will be rotated daily and disinfected before being reintroduced.
- Area rugs will be steam-cleaned quarterly and disinfected daily.
- A Green Air Pro machine is used on the "Sanitizing" setting every evening, after the close of our preschool day.

HEALTH AND SAFETY

Daily Health Screenings

- Upon arrival, families will be asked to verify that they are not exhibiting symptoms of COVID-19 and that their child has not taken medication to hide symptoms. Temperatures may be taken before a child enters the facility and/or at any point during the school day.

- Staff will monitor children carefully during the school day for changes in their physical health. A child who begins to exhibit symptoms associated with COVID-19 at school will be sent home.
- Employees are expected to stay home when they or a family member in their household is exhibiting symptoms of COVID-19 (see Appendix for details). Should symptoms develop during the school day, the office will be notified immediately and arrangements will be made for the employee, volunteer, or student to go home.
- Staff and families will be provided a list of screening questions and must be able to answer no to all questions before entering the facility (see Appendix).

Hygiene

- Employees, volunteers, and students will need to wash hands frequently (when entering the facility, when changing activities, when returning to the classroom, after use of restroom, and before & after meals)
- Children will be reminded to keep hands away from their faces, to wash hands frequently, catch sneezes and coughs in a tissue or their elbows, and to use alternate means of physical connection (toe taps, elbow kisses, etc.) instead of hugs and high fives.
- Tables will be sanitized before and after each use.
- Surfaces (chairs, door knobs, light switches, handles, etc.) will be sanitized twice per day – upon arrival, before/after lunchtime and more often, as needed.
- Children’s belongings (change of clothes, jacket, lunch in plastic box or bag, and water bottle) will be stored in individual cubbies.
- Lunch is eaten in the classroom, children bring individual reusable water bottles to school, and individual snacks are provided by the parents for any child who is staying for our Creative Learners program. Based on current CDC guidance, masks will not be required for children. Masks will not be required for staff, but shields will be worn, which allow the children to see our expressions and how to form word and letter sounds. Both shields & masks will be removed for lunch, when they are with their assigned group of children. Staff members may wear masks in place of or along with shields, if they desire.
- Shields will be required during phase 1, 2 & 3 for staff. Staff members who are stepping into a classroom to which they are not assigned will be asked to wear a mask or shield, and masks & shields will be made available to them. Masks will be required for parents who need to come into the facility for any pre-scheduled appointments or in the case of any emergency.

Communication

- All parents and staff members will receive information on the signs and symptoms of COVID-19, as well as hygiene procedures, and CDC recommendations for limiting exposure.
- Closures due to COVID-19 extending beyond five days may be made up in accordance with our local VPK and state requirements. Closures will be communicated via email or in our brightwheel app. Privacy will be maintained for the individual/family.

- Staff will be trained on COVID-19 procedural changes. Parents will be given access, via email or on our website, to a document or video explaining the changes. Revisions will be sent to staff and families via email or in our weekly Take Home Folders.
- Messages are sent in emails and on our brightwheel app. When needed, a white board may be moved to the front entrance or parking lot, so families can read announcements as they arrive/exit.
- Classroom teachers will communicate with parents in brightwheel or at arrival/pick up times. Parents are welcome to contact teachers by calling or emailing the school office, or directly in the brightwheel app.
- Communication from the office via email, newsletters, facebook and brightwheel will continue.
- Director will check in with staff members daily to monitor physical and emotional wellbeing.

PLAN FOR WHEN A STAFF MEMBER, CHILD, OR VISITOR BECOMES SICK

Children

- Any child who exhibits COVID-like symptoms during hours of operation will be brought to the Director's or Asst. Director immediately and placed in a separate area designated for COVID-like symptoms.
- Parents will be contacted and expected to pick up the child within 30 minutes.
- Child will be supervised by office staff or a teacher, until a parent arrives.
- In the event that we cannot reach a parent, emergency contacts will be utilized.

Staff or Visitors

- Any staff member or visitor who exhibits COVID-like symptoms must notify the office immediately and leave the premises.
- If assistance is needed due to inability to drive, office staff will arrange transportation at the cost of the staff member or visitor.

Notification

- Should a staff member or child test positive for COVID-19, the office will contact the local health department and our DCF representative to consult on next steps.
- Church staff (Pastor and/or Youth/Children's Director) will also be notified.
- School staff and families will be notified if their classroom is impacted or at the direction of the health department. Privacy will be maintained and names will not be used.

Disinfection & Mitigation

- Areas used by any sick person will be closed off and not used until they have been cleaned.
- Disinfection will occur 24 hours after closure whenever possible to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, we will wait as long as

possible. Application of disinfectants will be done according to product directions and away from children and other staff.

- Sick staff members or children may not return until they have met CDC criteria to discontinue home isolation, unless there is medical confirmation (Doctor Note) that the illness is something other than COVID-19. In addition, we require a 48-hour symptom free policy (without the assistance of any medication) for all illnesses, regardless of the illness and or a negative Covid-19 test result.